

U. S. Army Military History Institute

THE

SOLDIER'S HAND-BOOK;

FOR THE USE

OF THE

ENLISTED MEN OF THE ARMY.

PREPARED BY DIRECTION OF THE

ADJUTANT GENERAL OF THE ARMY

BY

N. HERSHLER,

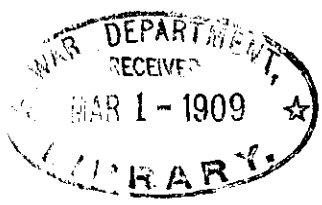
ADJUTANT GENERAL'S OFFICE.

WASHINGTON.

1889.

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ORDERS.

HEADQUARTERS OF THE ARMY,
ADJUTANT GENERAL'S OFFICE,
Washington, July 1, 1884.

I...The following order, received from the War Department, is published for the information and guidance of the Army:

WAR DEPARTMENT, June 20, 1884.

The "Soldier's Hand-Book," prepared under direction of Brigadier General R. C. Drum, Adjutant General of the Army, is approved and adopted for issue to the enlisted men of the Army.

ROBERT T. LINCOLN,
Secretary of War.

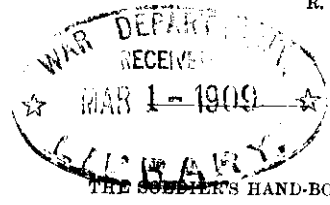
II...Company commanders will see that all articles of clothing and the price thereof are entered in the Soldier's Hand-Book as soon as the issue has been made to the soldier, and will also cause the soldier's classification in marksmanship to be noted therein, certifying to the correctness of the entries with their signatures; and any of these books left by deserters, or others, will be forwarded, by mail, to the Adjutant General of the Army.

III...The books will be issued to soldiers after their arrival at the General Depots of the Recruiting Service, and to those now in the service who have one year or more to serve, and they will not be re-issued by the issue of new copies until those furnished the men are worn out by fair wear and tear. New leaves properly ruled for the accounting account should be inserted when necessary, as on the re-enlistment of soldiers, etc.

When lost or destroyed the cost of the book (45 cents) will be charged to the men on the muster and pay rolls.

By COMMAND OF LIEUTENANT GENERAL SHERIDAN:

R. C. DRUM,
Adjutant General.



The Soldier's Hand-Book will be considered as part of the personal effects of the soldier, excepting in the case of deserters or men dishonorably discharged, when the books will be taken up by company commanders, and, if serviceable, forwarded by mail to the Adjutant General of the Army.—[General decision.]

The cost of the Soldier's Hand-Book is not to be charged to the soldier when lost through no fault of the man.—[Decision Sec. War.]



THE SOLDIER'S HAND BOOK.

EXTRACTS FROM THE ARMY REGULATIONS OF 1881.

MILITARY DISCIPLINE.

1. All inferiors are required to obey strictly, and to execute with alacrity and good faith, the lawful orders of the superiors appointed over them.
2. Military authority is to be exercised with firmness, but with kindness and justice to inferiors. Punishments shall be conformable to military law.
3. Superiors of every grade are forbidden to injure those under them by tyrannical or capricious conduct, or by abusive language.
4. Courtesy among military men is indispensable to discipline; respect to superiors will not be confined to obedience on duty, but will be extended on all occasions.
5. Deliberations or discussions among any class of military men having the object of conveying praise or censure, or any mark of approbation, toward their superiors or others in the military service, and all publications relative to transactions between officers of a private or personal nature, whether newspaper, pamphlet, or handbill, are strictly prohibited.

SUBORDINATION TO CIVIL AUTHORITY.

6. Respect for the civil authorities is the duty of all citizens, and especially of those in the military service.
7. As the objects of the military service are of national interest, it is very desirable that kindly relations exist between soldiers and other citizens.

10. Rank of officers and non-commissioned officers :

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|------------------------|---|
| 1. Lieutenant General. | 12. Quartermaster sergeant (regimental). |
| 2. Major general. | 13. Ordnance, commissary, and post quartermaster sergeant, hospital steward, chief musician, principal musician, chief trumpeter, and saddler sergeant. |
| 3. Brigadier general. | 14. First sergeant. |
| 4. Colonel. | 15. Sergeant. |
| 5. Lieutenant colonel. | 16. Corporal. |
| 6. Major. | |
| 7. Captain. | |
| 8. First lieutenant. | |
| 9. Second lieutenant. | |
| 10. Cadet. | |
| 11. Sergeant major. | |

And in each grade by date of commission, appointment, or warrant. Chaplains have the rank (without command) of captains of infantry.

DUTIES OF GUARDS AND SENTINELS.

364. Neither officers nor soldiers are to take off their clothing or accouterments while they are on guard.

365. Sentinels will be relieved every two hours, unless the state of the weather, or other causes, should make it necessary or proper that it be done at shorter or longer intervals. Those at the guard-house or guard-tent will be the first relieved and left behind.

366. Each relief, before being posted, is inspected by the commander of the guard. The corporal reports to him, and presents the old relief on its return. If the sentinels are numerous, the sergeants are to be employed, as well as the corporals, in relieving them.

367. Sentinels will not take orders or allow themselves to be relieved, except by an officer or non-commissioned officer of their guard or party, the officer of the day, or the commanding officer; in which case the orders will be immediately notified to the commander of the guard by the officer giving them. Sentinels will report every breach of orders or regulations they are instructed to enforce.

368. Sentinels must keep themselves on the alert, observing everything that takes place within sight and hearing of their post. They will carry their arms habitually at support, or on either shoulder, but will never quit them. In wet weather, if there be no sentry-box, they will secure arms.

369. No sentinel shall quit his post, nor hold conversation not necessary to the proper discharge of his duties ;

nor shall he suffer any one to converse with prisoners under his charge without permission from competent authority.

370. It is the duty of a sentinel to repeat all calls made from posts more distant from the main body of the guard than his own, and no sentinel will be posted so distant as not to be heard by the guard, either directly or through other sentinels.

371. In case of disorder, a sentinel must call out *the guard* ; and if a fire take place, he must cry—“ *Fire!* ” adding the number of his post. If in either case the danger be great, he must discharge his piece before calling out.

372. When a fire breaks out, or any alarm is raised in a garrison, all guards are to be immediately under arms.

373. After retreat (or the hour appointed by the commanding officer), until broad daylight, a sentinel challenges every person who approaches him, taking, at the same time, the position of *charge bayonet*. He will suffer no person to come nearer than within reach of his bayonet, until the person has given the countersign, or is passed by an officer or non-commissioned officer of the guard.

374. A sentinel, in challenging, will call out—“ *Who comes there?* ” If answered—“ *Friend, with the countersign,* ” and he be instructed to pass persons with the countersign, he will reply—“ *Advance, friend, with the countersign!* ” If answered—“ *Friends!* ” he will reply—“ *Halt, friends! Advance one with the countersign!* ” If answered—“ *Relief,* ” “ *Patrol,* ” or “ *Grand rounds,* ” he will reply—“ *Halt! Advance sergeant (or corporal), with the countersign!* ” and satisfy himself that the party is what it represents itself to be. If he have no authority to pass persons with the countersign, if the wrong countersign be given, or if the persons have not the countersign, he will cause them to stand, and call—“ *Corporal of the guard!* ”

375. When any person approaches a post of the guard at night, the sentinel before the post, after challenging, causes him to halt until examined by a non-commissioned officer of the guard. If it be the officer of the day, or any

other officer entitled to inspect the guard and to make the rounds, the non-commissioned officer will call—"Turn out the guard!" when the guard will be paraded, arms at a carry, and the officer of the guard, if he think necessary, may demand the countersign and parole.

[RULING ON PARAGRAPH 375.—The sentinel on No. 1 post having challenged any person approaching his post at night and received the reply, should command—"Halt!" and call—"Corporal of the guard, friend," or "friend with the countersign," according to the answer of the person challenged. The corporal of the guard should then order the person to advance, receiving the countersign, if the person has it. If the person challenged be the officer in charge, or any person entitled to inspect the guard, the corporal, after receiving the countersign, should say, "The countersign is right," and call—"Turn out the guard," announcing the title of the officer challenged. The guard being paraded, the officer of the guard will say, "Advance, officer in charge" (or "of the day"), adding, "with the countersign" (or "parole"), should he deem it necessary.—*Letter, Apr. 10, 84—1274 A. G. O., 1884.*]

[SENTINEL IN CHARGE OF PRISONERS.—A sentinel, or member of a guard, in charge of prisoners, either marching or at work, should salute all officers with a sergeant's salute. It is proper, however, in the discretion of the commanding officer, to direct sentinels in charge of prisoners not to render any salute, when such orders are necessary in order that the sentinel may not have his attention diverted from the prisoners under his charge, and that he may be held to a strict accountability for their safe-keeping in situations favorable for escape.—*Letter, Oct. 15, 84—4466 A. G. O., 1884.*]

GRAND ROUNDS.

376. Any general officer, or the commander of a post or garrison, may visit the guards of his command, and go the grand rounds, and be received in the same manner as prescribed for the officer of the day.

377. The officer of the day, wishing to make the rounds, will take an escort of a non-commissioned officer and two men. When the rounds are challenged by a sentinel, the sergeant will answer—"Grand rounds!" and the sentinel will reply—"Halt, grand rounds! Advance, sergeant, with the countersign!" Upon which the sergeant advances and gives the countersign. The sentinel will then cry—"Advance, rounds!" and stand at a carry till they have passed.

378. When the sentinel before the guard challenges, and is answered—"Grand rounds," he will reply—"Halt, grand rounds! Turn out the guard; grand rounds!" Upon which the guard will be drawn up with arms at a carry. The officer commanding the guard will then order a sergeant and two men to advance; when within ten paces, the sergeant challenges. The sergeant of the grand rounds answers—"Grand rounds!" The sergeant of the guard replies—"Advance, sergeant, with the countersign!" The sergeant of the rounds advances alone, gives the countersign, and returns to his round. The sergeant of the guard calls to his officer—"The countersign is right!" on which the officer of the guard calls—"Advance, rounds!" The guard being at a carry, the officer of the rounds advances alone to the officer of the guard, who keeps his post and gives to him the parole. He then examines the guard, orders back his escort, and, taking a new one, proceeds in the same manner to other guards.

379. All material instructions given to a sentinel on post by persons entitled to make grand rounds will be promptly reported to the commander of the guard.

COMPLIMENTS FROM GUARDS AND SENTINELS.

380. The sentinel at any post of the guard, when he sees any body of troops, or an officer entitled to compliment, approach, will call—"Turn out the guards!" and announce who approaches.*

* See note on next page.

381. All guards will turn out and present arms to the officers entitled to the compliment as often as they pass them, except the personal guards of general officers, which turn out only to the general whose guards they are, and to officers his superiors in rank.

382. When general officers, or persons entitled to a salute, pass guards while in the act of relieving, both guards are to salute, receiving the word of command from the senior officer of the whole.

383. When general officers, or officers entitled to a salute, pass in rear of a guard, it does not salute, but stands at a carry, facing to the front.†

384. All guards turn out under arms when armed parties approach their posts, and to parties commanded by commissioned officers they present arms, the officers saluting.

385. The national or regimental colors passing a guard are saluted, the trumpets or field-music sounding a march.

386. In the day-time, when the sentinel before the guard sees the officer of the day approach, he will call—"Turn out the guard! officer of the day." The guard will be paraded, and salute with presented arms.*

387. The guard of a camp or garrison turns out and presents arms to the commander of the camp or garrison whenever he approaches its post.

388. All guards and sentinels will pay the same compliments to the officers of the Navy, Marines, Volunteers, and Militia, in the service of the United States, as are directed to be paid to the officers of the Army, according to their relative ranks.

389. Between reveille and retreat, sentinels (not in sentry-boxes), armed with the saber, will salute all officers by

* In announcing the approach to the guard-house of the new guard after guard mounting, No. 1 should call out, "Turn out the guard! body of troops (or armed party)," or "officer of the day," as the case may be. This practice conforms with paragraphs 380 and 386 of the Regulations.—[Letter, May 10, 84—1567 A. G. O., 1884.]

† A sentinel should salute officers passing within saluting distance in rear of his post.—[Letter, Apr. 7, 84—1267 A. G. O., 1884.]

presenting saber; if armed with the rifle or carbine, they will, under similar conditions, present arms to general and field officers, to the commanding officer of the post, and to the officer of the day, and will give all other officers the sergeant's salute prescribed in tactics.

390. When a sentry in a sentry-box sees an officer approaching, he will stand at attention, except during the time of challenging at night, and, if armed with a rifle or carbine, will salute as the officer passes, by bringing the left hand briskly to his piece as high as the right shoulder.

391. Guards do not turn out as a matter of compliment after sunset, nor will any compliments be paid by the guard except as prescribed for grand rounds between retreat and reveille.

392. Between retreat and reveille, except when challenging, a sentinel (not in a sentry-box) will, when an officer approaches, face outward from his post, and stand steadily at a carry until the officer has passed.

SALUTES.

600. A non-commissioned officer or private in command of a detachment without arms salutes all officers with the hand. If the detachment be on foot, and armed with the rifle or carbine, he brings the piece to a carry, and he salutes as prescribed for a sergeant. If the detachment be armed with the saber, he salutes with the saber, if drawn; otherwise as if he were unarmed.

601. An enlisted man armed with the saber, when out of the ranks, and not a file-closer, salutes all officers with the saber, if drawn; if not, he salutes with the hand. If on foot, and armed with a rifle or carbine, he salutes as prescribed for a sergeant.

602. Whenever a non-commissioned officer or soldier without arms passes an officer, he salutes him, using the hand furthest from the officer. If mounted, he salutes with the right hand.

603. A non-commissioned officer or soldier being seated, and without particular occupation, rises on the approach

of an officer, faces toward him, and salutes. If standing, he faces toward the officer for the same purpose. If the parties remain in the same place or on the same ground, such compliments need not be repeated. Soldiers actually at work do not cease it to salute an officer unless addressed by him.

604. An enlisted man makes the prescribed salute with the weapon he may be armed with, or (if unarmed) with the hand, before addressing an officer. He also makes the same salute after receiving a reply.

605. Indoors, a non-commissioned officer or soldier, when unarmed, uncovers and stands at attention, but does not salute; in all other cases he salutes as heretofore prescribed, without uncovering.

606. A mounted soldier, in passing an officer, salutes with the saber, if drawn; otherwise with his hand. He dismounts before addressing an officer not mounted.

607. When an officer enters the room where there are soldiers, the word "Attention" is given by some one who perceives him, when all rise and remain standing in the position of a soldier* until the officer leaves the room. Soldiers at meals do not rise. Officers in citizens' dress are saluted in the same manner as when in uniform.

608. Soldiers, *at all times and in all situations*, pay the same compliments to officers of the Army, Navy, and Marines, and to all officers of the Volunteers and Militia in the service of the United States, as to officers of their own particular regiments and corps.

CARE OF PUBLIC ANIMALS.

300. After an animal has been assigned, his rider or driver shall not exchange or surrender him to the use of any other person without the written permission of the captain of his company or of the officer responsible for him.

301. Every horse should be reshod at least once a month.

302. Every soldier must examine his animal's feet after every day's work, to ascertain that his shoes are in good

order, and be held responsible that his animal is at all times fit for immediate service. This duty is by no means to be omitted on the march.

303. The farrier must examine every animal's feet systematically twice a week, to replace broken nails, fasten loose shoes, and reduce projecting clinches. The appearance of thrush, or any unhealthy condition of the feet, must be, without delay, reported to the veterinary surgeon.

304. A horse's feet should be stuffed with wet clay or cow manure at least once a week.

305. Horses should be groomed at least an hour and a half to two hours each day. They are to be rubbed dry after being used, and not allowed to stand without rubbing when heated. The nostrils should occasionally be sponged with a weak mixture of vinegar and water. The sheath must be washed once a month with castile soap and then greased.

306. A horse should never while heated be wet by use of a hose or stream of water, and never with cold water.

307. Feed must be prepared with great care, kept free from dust, foreign substances, and bad odors. Frequent feeding in small quantities is best. When practicable, bran-mash is to be given once a week; never oftener than twice a week, except to purge. Salt should be given at least once a week.

308. Watering before feeding is not objectionable; drinking while warm, or after eating until an hour has elapsed, is to be avoided, if possible. On the march frequent watering is preferable, but should only be done by order of the commanding officer present. An animal will rarely drink enough very early in the morning.

309. Stables and their vicinity are to be kept thoroughly policed, free from smells, and well whitewashed; feed-boxes clean and washed with vinegar and water once a week. Due care must be given to ventilation, according to the weather, avoiding both injudicious exposure to draughts and cold, and exclusion of air to prevent cold.

* But they do not salute.—[Letter, A. G. O., March 13, 1882.]

310. An animal with glanders or threatening discharge from the nostrils is immediately to be isolated and kept tied to prevent infection, of which there is danger to both man and beast.

311. The rack, manger, and every part of the wood and iron work of the stall where an animal with glanders or farcy has stood, as also the vessels used in watering or feeding him, must be thoroughly cleansed with hot water and soap. They are then to be covered with wash of quick-lime, fresh mixed, which must be scraped off and renewed after an interval of two days.

312. After the disease in any animal has become infectious, such equipments which may have been used with him as are liable to become infected, and all horse-cloths, saddle-cloths, and blankets used with glandered animals, must be destroyed.

313. On the plains, where forage cannot be obtained, grazing should be allowed at every spare moment. For this purpose bits should always be removed and girths loosened. When picketed for grazing, the places should be frequently changed. Grazing should always be allowed as long as possible, early in the morning, when dew is on the grass.

314. To prevent stampeding in camp on the plains, if the men of the command go among the animals quietly, but promptly, on the first evidence of fright, and speak to them, they will in most cases be quieted. After animals have been stampeded, if they are new to the service, men should mount the fastest animals within reach, place themselves in front of those running, and lead them back to camp. With old horses, the sound of the stable call will often prevent stampeding, or stop them when running.

315. In marching, the walk should be the habitual gait, and should not, under ordinary circumstances, be exceeded when grazing only is relied on. When forage can be obtained, horses may occasionally trot, say a mile in every hour's march. Unless the march be a forced one, horses must always be allowed to walk at intervals.

316. The gallop very soon breaks down horses, and is strictly prohibited on marches, escorts, express, and all other duties, except when absolutely necessary.

317. On marches, under whatever circumstances, a halt should be made at the end of an hour after starting, and the saddles, saddle-kits, bridles, &c., readjusted, and girths tightened.

SOLDIERS' UNIFORM.

183. Soldiers will wear the prescribed uniform in camp or garrison, and will not be permitted to keep in their possession any other clothing. When on fatigue parties, they will wear the proper fatigue dress.

ARMS.

185. Arms will not be taken to pieces by soldiers unless by permission of a commissioned officer, nor under any circumstances will attempts be permitted to beautify or change the finish of the exterior by altering the metallic or wooden parts. The mutilation by filing, or otherwise, of any part of the arms is strictly prohibited, and in all cases the person so offending will be held accountable under the Rules and Articles of War. Arms shall not be left loaded in quarters or tents, or when the men are off duty, except under special orders. The use of tom-pions in small-arms is prohibited. The surface of the bore will be protected from rust by occasional use of an oiled rag.

CERTIFICATES OF MERIT.

248. The certificates authorized by section 1216, Revised Statutes, will be awarded only for acts of extraordinary gallantry in presence of the enemy, which acts must be specific and certified to by an eye-witness, preferably the immediate commanding officer of the soldier. Good standing and undoubted courage in a soldier will also be required to entitle him to a certificate of merit.

250. The extra pay granted on certificate of merit commences at the date of the act of gallantry for which the certificate is granted. This extra pay is two dollars per month while the soldier remains continuously in service.

251. Certificates of merit will not be granted to persons not in the military service of the United States at the date of application for them.

252. Should a soldier die before receiving a certificate conferred upon him, it will be deposited in the office of the Second Auditor of the Treasury for the benefit of his heirs.

253. In case the soldier is discharged before the certificate is issued, it will be retained in the office of the Adjutant General until called for, when proof of the identity of the applicant will be required.

[MEDALS.—The only decorations allowed to be worn on occasions of ceremony are the "army corps badge," authorized by section 1227 of the Revised Statutes; the "medal of honor;" and the several distinctive marks given for excellence in rifle practice, as described by existing orders.—*Letter, Nov. 24, 84—5636 A. G. O., 1884.*]

POST-SCHOOLS.

559. The teachers and schools will be under the control of the post commander, or such officer as the post commander may designate.

560. School-teachers will be detailed from the enlisted men of the Army. The number of teachers detailed will not exceed one for each company serving at the post.

562. A soldier while serving as school-teacher will receive extra-duty pay as overseer (35 cents* per day) from the Quartermaster's Department, not deducting for Saturdays and Sundays.†

563. Soldiers while detailed as school-teachers will attend such parades, inspections, and drills as, in the judgment of the post commander, are necessary to keep them well instructed in their company duties.

564. While it is left optional with soldiers whether to attend school or not, yet they are advised to avail themselves of the means afforded to improve themselves, and commanding officers will not only give them all possible opportunities, but advise and encourage them to use them.

*Act approved July 5, 1884, increases rate to 50 cents per day.

†The extra pay allowed school-teachers is not affected by vacation. They are allowed extra pay for the whole month.

565. The children of soldiers will be required to attend the post-school for children, unless specially excused by the officer in charge of schools.

EXTRA-DUTY PAY TO SCHOOL-TEACHERS.

Under the decision of the Secretary of War of March 24, 1880, that "a school-teacher is entitled to extra-duty pay throughout the year; he should be held responsible for the school-room, school-property, school-books, &c., during Saturdays, Sundays, and vacation, as well as during the regular school-term," a school-teacher is assumed to be constantly on duty, and in order to be entitled to extra-duty pay for Saturdays, Sundays, and during vacation, his control over and responsibility for the school-room, school-property, &c., must be at all times an active one. The decision published in Circular, No. 4, of May 24, 1883, from this office, is amended so as to authorize the payment of extra-duty pay to a school-teacher during an occasional brief illness, not exceeding seven days at one period. —[*Decision Acting Sec. War, Aug. 30, 1886.*]

SOLDIERS' HOME.

242. An honest and faithful service of twenty years in the Army entitles a soldier to admission to the Soldiers' Home; but applications for discharge by reason of twenty years' service will not be entertained unless the soldier is a fit subject for discharge on certificate of disability, or upon condition that he shall enter the Soldiers' Home.

837. When a soldier, by reason of old age and long service, or of disability contracted in the line of duty, becomes a candidate for admission to the Soldiers' Home, his company commander will so report, through proper military channels, to the Adjutant General of the Army, giving all details that may be needed for a full understanding of the case, including the date of enlistment, with company and regiment, for each term of his service, and a statement of the origin or cause and of the nature of any disability which may exist. The certificate of a medical officer will

be forwarded with the papers. This report will be referred to the board of commissioners of the Home, and if, in their opinion, the soldier be entitled to become an inmate, the necessary authority will be given for his discharge, which will be made at the place where he may be serving. Afterwards he may proceed to Washington and report to the board of commissioners for admission to the Home.

PAYMENT OF ENLISTED MEN.

2448. When a company is paraded for payment, the officer in command shall attend the pay-table, witness the payment, and certify at the foot of the muster and pay rolls that payment of the company was witnessed by him. All enlisted men present for payment with their companies or detachments shall receipt upon the pay-roll for amount due them thereon. When soldiers cannot write, but sign by mark, each case must be witnessed by a commissioned officer. Paymasters are not authorized to make payment to any other than the soldier in person, and any pay of a soldier intrusted to a third party will be at the risk of the paymaster making the payment.

2449. The paymaster will deduct from the pay of all enlisted men twelve and a half cents per month for the support of the Soldiers' Home, and also the amount of the authorized stoppages entered on the muster-roll, descriptive-list, or certificate of discharge.

DEPOSITS.

2456. The following are the regulations established under section 1307, Revised Statutes:

Soldiers may deposit with the paymaster any portion of their savings, in sums not less than five dollars, the same to remain so deposited until final payment on discharge.

The paymaster will furnish each depositor with a deposit-book, in which each deposit made will be entered in the form of a certificate, signed by the paymaster and the company commander, setting forth the date, place, and amount (in words and figures) of deposit, and the name of soldier making same.

The company commander shall keep in the company record-book an account of every deposit made by the soldier; and after each regular payment he, and all officers having charge of distinct detachments of enlisted men at date of deposit, shall transmit direct to the Paymaster General a list of names of depositors, showing in each case the date, place, and amount of deposit, and name of paymaster receiving the same.

In case a soldier who has made a former deposit has been transferred to another company or regiment, or is made ordnance sergeant, or commissary sergeant, or hospital steward, the fact of such transfer shall be noted in the list sent to the Paymaster General, so that the identity of the depositor may be matter of record in the office of the Paymaster General.

In case of the transfer of a soldier, his descriptive roll will be made to exhibit the date and amount of each separate deposit.

On the discharge of a soldier, the date and amount (in words and figures) of each deposit will be entered upon his final statements; and his deposit-book will be taken up by the paymaster who makes final payment, and filed with his voucher. In case the deposits of a soldier are forfeited by desertion, the amounts of the same should not be entered under the head of "Due soldier" on the final statements, but should, with the facts and authority for such forfeiture, be entered in the "Remarks."

Before delivering to discharged soldiers final statements upon which deposits are credited, the officer signing the statements will ascertain if the soldier has the deposit-book in his possession. If so, he should be instructed to present it, with his final statements, to the paymaster.

Should he claim to have lost the deposit-book, the officer will cause the soldier's affidavit to the facts to be made (before a judge advocate or post adjutant) in duplicate and attached to the statements.

The affidavit should clearly set forth the facts and circumstances of loss of the book, and that the soldier has not sold or assigned it.

Upon this evidence the paymaster may pay without the deposit-book, and the responsibility for the correctness of the amounts credited on the statements will rest wholly with the officer certifying them.

Paymasters will make no payment of deposits *excepting on final statements*.

When repayment is not made on final statements, the soldier should forward the deposit-book, or the evidence above described, to the Paymaster General's Office, where alone such claims will be settled.

The attention of enlisted men should be called to the importance of preserving deposit-books as the only certain means of insuring absolutely correct repayment without delay.

On the death of a soldier, account shall be made of each deposit in the inventory of his effects, and on the accompanying final statements, with which his deposit-book will be filed. The separate and accurate statement, by date and amount, of each deposit is absolutely essential to the correct calculation of interest.

For any sums not less than five dollars deposited for the period of six months or longer, the soldier, on his final discharge, shall be paid interest at the rate of four per cent. per annum.

Deposits and interest thereon are forfeited by desertion, but are wholly exempt from forfeiture by sentence of court-martial and from liability for the soldier's debts.

Paymasters will forward with each account an abstract of soldiers' deposits, if any, received by them during the time embraced therein. The abstract will set forth the name, company, and regiment of each depositor, with the date and amount of his deposit. The gross amount of the abstract will be carried to the account current under the appropriation of "Pay of the Army" for the fiscal year in

which the deposits were received. The amount may be disbursed by the paymaster under the same appropriation.

The amounts of deposits and interest thereon paid on final statements will be charged by the paymaster to "Pay of the Army" for the fiscal year in which the soldier is discharged.

The Paymaster General will keep in his office such record as may be necessary to show the deposits made by the enlisted men of the Army.

[SOLDIERS' DEPOSITS.—A soldier *must* draw his deposit when he is discharged. He can then renew his deposit on re-enlistment, and will be entitled to interest from date of last deposit. A failure to present his final statements for payment leaves the money in the hands of the paymaster, *without interest*, until drawn and redeposited.—*Decision Paymr. Gen., approved by order Sec. War, letter, Sept. 30, 85—6515d A. G. O., E. B., 1885.*]

EXTRA-DUTY PAY.

399. Enlisted men detailed by post commanders on extra duty under section 1287, Revised Statutes, shall be mustered for extra-duty pay. When the employment of a non-commissioned officer on extra duty other than that of an "overseer" becomes absolutely necessary, he may be so detailed; but a statement showing the necessity therefor must be forwarded to the Secretary of War for his approval before payment of extra-duty pay is made. Non-commissioned officers should not be detailed on any duty whatsoever inconsistent with their rank and position in the military service.

400. Soldiers will not be employed as extra-duty men for any labor in camp or garrison which can properly be performed by fatigue parties. A just discrimination must be made by officers between extra duty, which entitles the soldier to a *per diem* allowance, and duty simply of a military character, which should be performed by the soldier without extra compensation.

402. Soldiers detailed on extra duty shall be paid the *exact* rates of extra pay allowed by law for the duty performed by them, and for the *exact* number of days for which such extra service was rendered; and no greater number of men shall at any time be employed on extra duty than can be paid the full legal rates, for the time employed, from the funds allotted for the purpose.

All payments made in violation of the above rules shall be charged against the officers who ordered the details, as provided in paragraph 1653 of the Regulations, and not against the soldiers who performed the duty under their orders.

403. Enlisted men of the Ordnance Department are not entitled to extra-duty pay when employed as artificers or laborers, in the construction of permanent military works, public roads, or other constant labor; but private soldiers of the Ordnance Department when employed continuously in hospitals as cooks and nurses for a period of not less than ten days are entitled to the benefit of paragraph 2299 of the Regulations.

Hospital stewards, ordnance sergeants, and commissary sergeants shall not receive extra-duty pay, except under special authority of the Secretary of War.

404. Company farriers, blacksmiths, and wagoners shall receive no extra pay except when detailed on extra duty in the Quartermaster's Department wholly disconnected with their companies; nor shall the detail of artificers on extra duty in the Quartermaster's or Subsistence Departments be permitted.

405. Soldiers detailed as acting superintendents of national cemeteries while so acting are entitled to extra pay as overseers.

408. No extra-duty pay will be paid to any enlisted men employed as clerks except in the manner authorized by the Regulations.

409. Soldiers employed as scouts are not to be paid extra-duty pay, it being a military duty to which they are liable.

410. A prisoner undergoing sentence is not to receive extra-duty pay.

411. Enlisted men being liable to perform guard and other military duty are entitled to extra pay when employed on extra duty more than ten days in a month, though the employment may not have been continuous.

412. Eight hours constitute a day's work for all persons who are employed and paid by the day, by or on behalf of the Government of the United States. This does not extend to persons who are paid regular salaries. Watchmen, clerks, messengers, and others, whose time may be necessary at any or all hours, are not considered to be embraced within the terms of the law.

413. Men on extra-duty pay will be held to such hours as may be expedient and necessary; but except in case of urgent public necessity, as in military operations, when they must work regardless of hours, not more than ten hours' labor should be required. But when more than eight hours' work is required in any one civil day, the soldier rendering the service will be paid for more than a day's labor, in proportion to the time actually employed.

2299. Private soldiers employed continuously in hospitals as cooks and nurses for a period of not less than ten days will be paid extra-duty pay by the Pay Department on the hospital muster-rolls, when the men so employed are properly mustered as entitled to it.

RE-ENLISTMENT PAY.

2451. The rate of pay prescribed in section 1282, Revised Statutes, is payable to the following classes of men:

1. Those who are entitled to longevity pay for re-enlistment under the provisions of the act of August 4, 1864.

2. Those who have at any time re-enlisted under the terms of that act, though not entitled to longevity pay thereunder because of failure to remain continuously in service.

Men of class 1 will be indicated on the muster-rolls by the remarks prescribed in paragraph 2453.

Those of class 2 will be indicated by the remark: "Entitled to re-enlistment pay." Lack of sufficient evidence to establish a claim to re-enlistment pay will be supplied by application to the Adjutant General.

2452. Men serving under a second, third, fourth, &c., enlistment, but who never "re-enlisted" under the act of August 4, 1854, will only be entitled to the pay provided in sections 1280 and 1281, Revised Statutes.

LONGEVITY PAY OF ENLISTED MEN.

2453. Under section 1284, Revised Statutes, a soldier who completes a term of five years' continuous service, and re-enlists within thirty days thereafter, is entitled to an additional allowance of \$2 per month; and for each successive and continuous re-enlistment under the same conditions he is entitled to a further addition of \$1 per month. The rate of allowance is indicated on the rolls by the remark: "\$2 per mo. for five years' continuous service;" "\$3 per mo. for ten years' continuous service;" "\$4 per mo. for fifteen years' continuous service," &c.

RETAINED PAY.

2454. The retained pay* provided for the discharge soldier, "but to be forfeited unless he shall have served honestly and faithfully to the date of discharge," by sections 1281 and 1282, Revised Statutes, shall be withheld for the following causes, either of which shall be noted on the final statements:

1. Desertion during the period of enlistment.
2. When discharged (by way of punishment for an offense) before expiration of term of service by sentence of court-martial, or by order from the War Department specifying that such forfeiture shall be made.
3. Conviction and imprisonment by the civil authorities.
4. When discharged as a minor, or for other cause involving fraud on his part in the enlistment.
5. Repeated trials by court-martial and punishment for misconduct, of which timely report shall be made to the

War Department and approved as basis of forfeiture. In which case the soldier shall be discharged without character, and shall not be re-enlisted.

[Enlisted men do not forfeit their retained pay by conviction by the civil authorities of venial offenses. The retained pay is only forfeited when the soldier, by reason of his conviction and imprisonment, is permanently withdrawn from the military service.—*Indorsement to C. G. Div. Atlantic, July 25, 83—8173b A. G. O., E. B., 1883.*]

[PAY OF SOLDIERS.—A soldier convicted by the civil authorities and confined for a certain period is not entitled to any pay during such confinement, not having rendered any service therefor.—*Letter, Jan. 19, 84—13424c A. G. O., E. B., 1883.*]

[RESTORATION TO DUTY WITHOUT TRIAL.—The restoration of a soldier to duty without trial does not remove the charge of desertion from his record, nor does it relieve him from any forfeiture and penalties attached to desertion. Such soldier must make good the time lost by desertion, refund the reward paid for his apprehension, and he forfeits all pay while absent.—*Indorsement, Apr. 25, 84—6902b A. G. O., E. B., 1883.*]

PROMOTION OF MERITORIOUS NON-COMMISSIONED OFFICERS.

The following regulations are established to carry into effect the 3d and 4th sections of the act approved June 18, 1878, which provide for the "*promotion of meritorious non-commissioned officers*:"

SEC. 3. That hereafter all vacancies in the grade of second lieutenant shall be filled by appointment from the graduates of the Military Academy so long as any such remain in service unassigned; and any vacancies thereafter remaining shall be filled by promotion of *meritorious non-commissioned officers of the Army*, recommended under the provisions of the next section of this act: Provided that all vacancies remaining, after exhausting the two classes named, may be filled by appointment of persons in civil life.

SEC. 4. That to insure the selection of proper *candidates for promotion* from the grade of non-commissioned officers, company and battery commanders will report to their regimental commanders such as, in their opinion, by education, conduct, and services, seem to merit advancement, and who have served not less than two years in the Army; the reports to set forth a description of the candidate, his length of service as non-commissioned officer and as private soldier, his character as to fidelity and sobriety, his physical qualifications and mental abilities, the extent to which his talents have been cultivated, and his fitness generally to discharge the duties of a commissioned officer. If recommended on account of meritorious services, the particular services referred to must be stated in detail. On receiving the reports of company or battery commanders, the regimental commander will forward the same to the department commanders, with such recommendation of non-commissioned regimental staff as he may deem worthy of promotion; and the department commander shall annually assemble a board to consist of five officers of as high rank as the convenience of the service will admit, to make a preliminary examination into the claims and qualifications of such non-commissioned officers. The board, constituted as above, shall submit a full statement in the case of each candidate examined; and on the said statements, the Department Commander shall indorse his remarks and forward them to the Secretary of War by the first day of June in each year. The Chief of Engineers and of other staff corps may make similar recommendations of the non-commissioned officers of their respective commands to the Secretary of War, who shall convene a board of officers for like purpose.

I. The mode of making recommendations and examinations is set forth in the law above quoted. Department commanders and examining boards will require that all proceedings in this matter, under their supervision, conform to the law. Examining boards will make all papers a part of their record in every case, each being made up separately.

II. As a rule such promotions will not be made of persons under twenty-one or over thirty years of age, or who are married, at the time of making the appointment.

III. Examining boards in examining non-commissioned officers recommended for promotion will examine each sep-

arately, the questions and answers to be in writing, and to form a part of the record of the board. The examination of each person as to qualifications should embrace the following subjects:

First. In his knowledge of English grammar, and his ability to read and write with facility and correctness.

Second. In his knowledge of arithmetic, and his ability in the application of its rules to all practical questions.

Third. In his knowledge of geography, particularly in reference to the northern continent of America.

Fourth. In his knowledge of history, particularly in reference to his own country.

Fifth. In his knowledge of the Constitution of the United States, and of the organization of the Government under it, and of the general principles which regulate international intercourse.

Of all the above subjects successful candidates should possess a good knowledge.

Sixth. Examination into mental and moral qualification should cover the history of the person examined, from the age of eighteen years to date of examination, and establish for a successful candidate a continuously sound mental condition, excellent moral character, a good character for sobriety and fidelity, as well as an intelligent, energetic, judicious, and faithful performance of such duties as may have been devolved upon him in the Army.

Seventh. Examination as to physical qualification should include a certificate of physical examination, of recent date, by an Army surgeon, to accompany the proceedings of the board, and embrace all the information required in the form for the examination of recruits.

Eighth. When an examining board passes upon more than one candidate, the order of relative merit of all the candidates examined by the board will be reported.

IV. The duty of making recommendations and examination of candidates is one involving, in a high degree, the welfare and character of the service, and all officers are enjoined to exercise the utmost circumspection and care,

not only that no unworthy candidate is recommended; but also that the most worthy are recommended. All statements not based on the personal knowledge of officers themselves they should be careful to verify by disinterested evidence. As far as practicable candidates will be promoted in their own regiments.

V. As the number of vacancies for candidates is limited, and will not probably equal one to a regiment, commanders and examining boards should bear this in mind, that expectations of promotion be not raised which cannot be realized.

VI. Company and battery commanders will forward their recommendation under this law to regimental headquarters by the 1st of February in each year, and regimental commanders will forward them to department headquarters by the end of the same month, that there may be ample time to enable the examining boards to be convened and complete their work in the time required by law.

VII. To meet the wants of service prior to June next, the proceedings required by law will be commenced at once, that department commanders may forward the papers of some of the candidates by the 1st of December next, as well as in June.

VIII. "Meritorious non-commissioned officers of the Army recommended," under the provisions of law above quoted, will receive a certificate to that effect from the Adjutant General of the Army, and will be known in the service as "candidates for promotion," and will have the title of "candidate" prefixed to that of their rank on all rolls, returns, orders, and correspondence. They will be entitled to wear on each sleeve of their coat a single stripe of gilt lace, similar to that worn by commissioned officers, but will be entitled to this privilege so long only as they maintain the specially honorable position of "candidate."

IX. The privileges of a candidate terminate with the calendar year next succeeding that in which he receives his "certificate," unless his recommendation shall be con-

tinued by the succeeding boards of examination, but it will not be necessary to re-examine candidates under the first five sections of the third paragraph of this order. Candidates who become ineligible by reason of over-age shall be entitled to wear the candidates' stripe on the *left* sleeve only, so long as they maintain the same standing and good conduct as non-commissioned officers in the service as at their examination.

X. "Candidates" who may be guilty of misconduct will be promptly reported to the Adjutant General of the Army, through regimental and department headquarters, the report giving a full statement of the misconduct alleged, with names of witnesses. Before forwarding such report to the Adjutant General of the Army the department commander will see that the "candidate" has a fair and impartial hearing, that the merits of the case may be carefully and accurately determined and reported on for the decision of the Secretary of War. Any candidate who loses his position of non-commissioned officer ceases to be a candidate and forfeits his privileges as such.

XI. "Candidates" who think themselves wronged in the loss of that position shall have a right to trial by general court-martial on appeal, within two months, to the department commander, and no non-commissioned officer, while holding the privileges of a "candidate," shall be brought before a field officers' court, or a garrison or regimental court-martial.—[*General Orders, Nos. 62 and 68, Hdqrs. of the Army, of 1878.*]

RETIREMENT OF ENLISTED MEN.

[Extract from General Orders, No. 55, Headquarters of the Army, of 1885.]

The following regulations concerning enlisted men to be retired from active service under provisions of the act of Congress approved February 14, 1885, having been approved by the Secretary of War, are published for the information and guidance of all concerned:

I. Service in the Armies of the United States and in the Marine Corps will be combined in making up the period of thirty years contemplated by the act hereinbefore mentioned.

II. After approval of an enlisted man's application for retirement, an order will be issued from the Adjutant General's Office transferring him to the retired list. Upon receipt of such order by his immediate commanding officer, final statements will be prepared, closing accounts of pay, allowances, and deposits to date of order for retirement. No discharge will be given, however, and the soldier will be regarded as continuing in service upon the retired list, but will be dropped from the rolls of his former command. A descriptive list (in duplicate) with fact of final statements being furnished noted thereon, together with the retired soldier's post-office address for the next thirty days, will be immediately forwarded through the official channels to the Adjutant General of the Army. Retired soldiers are entitled to the usual travel allowances to the place of enlistment.

III. On the last day of each calendar month, retired enlisted men will report to the Adjutant General of the Army their post-office address, and will promptly report any change therein. Blank forms for personal reports and pay-accounts, with official penalty envelopes for transmitting them, will be furnished retired enlisted men by the Adjutant General of the Army.

IV. The authorized pay and allowances of retired enlisted men will be paid them monthly by the Pay Department. Their pay will be three-fourths of the monthly pay allowed by law to them in the grade they held when retired. In paying retired enlisted men, no deduction will be made either of the usual one dollar per month "retained pay" or of the monthly tax of twelve and a half cents for support of the Soldiers' Home. Service on the retired list does not entitle the enlisted man to any increase of re-enlisted pay beyond what had accrued at date of retirement, nor

is he entitled to any commutation for fuel or quarters. Commutation for allowances of clothing and subsistence will be paid as follows:

For subsistence.—Three-fourths of the allowance per ration (twenty-five cents) to men on furlough.

Sergeants and corporals of ordnance being entitled by law to a ration and a half, their daily commutation of subsistence when retired will be twenty-eight and one-eighth cents. All other retired enlisted men will receive commutation of subsistence at the rate of eighteen and three-fourths cents daily.

For clothing.—Three-fourths of the *average* annual clothing allowance prescribed in orders for an enlistment of five years.

V. The Adjutant General of the Army will furnish each enlisted man on the retired list with a descriptive list, which he will forward at the end of each calendar month, with pay-accounts, signed in duplicate, to the paymaster designated by the chief paymaster of the department in which the man resides, by whom payments will be noted thereupon. If the soldier cannot write, his "mark" should be witnessed by a commissioned officer, if practicable; otherwise by some well-known person, preferably the postmaster of his place of residence.

LAWS RELATING TO THE MILITARY SERVICE.

(FROM THE REVISED STATUTES.)

PAY OF ENLISTED MEN.

SECTION 1280. The monthly pay of the following enlisted men of the Army shall, during their first term of enlistment, be as follows, with the contingent [*conditions*] [*additions*] thereto, hereinafter provided:

Sergeant-majors of cavalry, artillery, and infantry, twenty-three dollars.

Quartermaster-sergeants of cavalry, artillery, and infantry, twenty-three dollars.

Chief trumpeters of cavalry, twenty-two dollars.

Principal musicians of artillery and infantry, twenty-two dollars.

Saddler-sergeants of cavalry, twenty-two dollars.

First sergeants of cavalry, artillery, and infantry, twenty-two dollars.

Sergeants of cavalry, artillery, and infantry, seventeen dollars.

Corporals of cavalry and light artillery, fifteen dollars.

Corporals of artillery and infantry, fifteen dollars.

Saddlers of cavalry, fifteen dollars.

Blacksmiths and farriers of cavalry, fifteen dollars.

Trumpeters of cavalry, thirteen dollars.

Musicians of artillery and infantry, thirteen dollars.

* Privates of cavalry, artillery, infantry, and hospital corps, thirteen dollars.

* Hospital-stewards, forty-five dollars.

Acting hospital-stewards, twenty-five dollars.

Ordnance-sergeants of posts, thirty-four dollars.

Commissary sergeants and post quartermaster-sergeants, thirty-four dollars.

Sergeant-majors of engineers, thirty-six dollars.

Quartermaster-sergeants of engineers, thirty-six dollars.

* Rate of pay fixed by act approved March 1, 1887.

Sergeants of engineers and ordnance, thirty-four dollars.
Corporals of engineers and ordnance, twenty dollars.

Musicians of engineers, thirteen dollars.

Privates (first class) of engineers and ordnance, seventeen dollars.

Privates (second class) of engineers and ordnance, thirteen dollars.

ADDITIONAL PAY.

SEC. 1281. To the rates of pay stated in the preceding section one dollar per month shall be added for the third year of enlistment, one dollar more per month for the fourth year, and one dollar more per month for the fifth year, making in all three dollars' increase per month for the last year of the first enlistment of each enlisted man named in said section. But this increase shall be considered as retained pay, and shall not be paid to the soldier until his discharge from the service, and shall be forfeited unless he serves honestly and faithfully to the date of discharge.

RE-ENLISTMENT PAY.

SEC. 1282. All enlisted men mentioned in section twelve hundred and eighty, who, having been honorably discharged, have re-enlisted or shall re-enlist within one month thereafter, shall, after five years' service, including their first enlistment, be paid at the rate allowed in said section to those serving in the fifth year of their first enlistment: *Provided*, That one dollar per month shall be retained from the pay of the re-enlisted men, of whatever grade, named in section twelve hundred and eighty-one during the whole period of their re-enlistment, to be paid to the soldier on his discharge, but to be forfeited unless he shall have served honestly and faithfully to the date of discharge.

SERVICE PAY OF MEN ALREADY IN SERVICE.

SEC. 1283. Enlisted men, now in the service, shall receive the rates of pay established in this chapter according to the length of their service.

ON RE-ENLISTMENT.

SEC. 1284. Every soldier who, having been honorably discharged, re-enlists within one month thereafter, shall be further entitled, after five years' service, including his first enlistment, to receive, for the period of five years next thereafter, two dollars per month in addition to the ordinary pay of his grade; and for each successive period of five years of service, so long as he shall remain continuously in the Army, a further sum of one dollar per month. The past continuous service of soldiers, now in the Army, shall be taken into account, and shall entitle such soldier to additional pay according to this rule; but services rendered prior to August fourth, eighteen hundred and fifty-four, shall in no case be accounted as more than one enlistment.

ON CERTIFICATE OF MERIT.

SEC. 1285. A certificate of merit granted to a private soldier by the President for distinguished services shall entitle him to additional pay at the rate of two dollars per month, while he remains continuously in the service; and such certificate of merit granted to a private soldier who served in the war with Mexico shall entitle him to such additional pay, although he may not have remained continuously in the service.

NON-COMMISSIONED OFFICERS OF MEXICAN WAR.

SEC. 1286. Non-commissioned officers who served in the war with Mexico, and have been recommended by the commanding officers of their regiments for promotion by brevet to the lowest grade of commissioned officer, but have not received such recommended promotion, shall be entitled to additional pay at the rate of two dollars per month, although they may not have remained continuously in the service.

EXTRA DUTY.

SEC. 1287. When soldiers are detailed for employment as artificers or laborers in the construction of permanent military works, public roads, or other constant labor of not

less than ten days' duration, they shall receive, in addition to their regular pay, the following compensation: Privates working as artificers, and non-commissioned officers employed as overseers of such work, not exceeding one overseer for twenty men, thirty-five cents per day,* and privates employed as laborers, twenty cents per day.* This allowance of extra pay shall not apply to the troops of the Ordnance Department.

TRAVEL-PAY TO SOLDIERS.

SEC. 1290. When a soldier is honorably discharged from the service, [except by way of punishment for an offense,] he shall be allowed transportation and subsistence from the place of his discharge to the place of his enlistment, enrollment, or original muster into the service. The Government may furnish the same in kind, but in case it shall not do so, he shall be allowed travel-pay and commutation of subsistence for such time as may be sufficient for him to travel from the place of discharge to the place of his enlistment, enrollment, or original muster into the service, computed at the rate of one day for every twenty miles.

SOLDIERS' PAY NOT ASSIGNABLE.

SEC. 1291. No assignment of pay by a non-commissioned officer or private, previous to his discharge, shall be valid.

FOR ARTICLES PURCHASED.

SEC. 1300. The amount due from any enlisted man for articles designated by the inspectors-general of the Army, and sold to him on credit by commissaries of subsistence, shall be deducted from the payment made to him next after such sale shall have been reported to the Paymaster-General.

FOR TOBACCO PURCHASED.

SEC. 1301. The amount due from any enlisted man for tobacco sold to him at cost prices by the United States shall be deducted from his pay in the manner provided for the settlement of clothing accounts.

* Act approved July 5, 1884, increases rates to fifty and thirty-five cents, respectively.

CLOTHING ALLOWANCES AND DEDUCTIONS.

SEC. 1302. The money value of all clothing overdrawn by the soldier beyond his allowance shall be charged against him, every six months, on the muster-roll of his company, or on his final statements if sooner discharged, and he shall receive pay for such articles of clothing as have not been issued to him in any year, or which may be due to him at the time of his discharge, according to the annual estimated value thereof. The amount due him for clothing, when he draws less than his allowance, shall not be paid to him until his final discharge from the service.

FOR DAMAGE TO ARMS.

SEC. 1303. The cost of repairs or damages done to arms, equipments, or implements, shall be deducted from the pay of any officer or soldier in whose care or use the same were when such damages occurred, if said damages were occasioned by the abuse or negligence of said officer or soldier.

EXTRACTS FROM THE ARTICLES OF WAR.

(RELATING TO ENLISTED MEN.)

SECTION 1342. The armies of the United States shall be governed by the following rules and articles. The word officer, as used therein, shall be understood to designate commissioned officers; the word soldier shall be understood to include non-commissioned officers, musicians, artificers, and privates, and other enlisted men, and the convictions mentioned therein shall be understood to be convictions by court-martial.

ARTICLES TO BE READ TO RECRUITS.

ART. 2. These rules and articles shall be read to every enlisted man at the time of, or within six days after, his enlistment, and he shall thereupon take an oath or affirmation in the following form: "I, A. B., do solemnly swear (or affirm) that I will bear true faith and allegiance to the United States of America; that I will serve them honestly and faithfully against all their enemies whomsoever; and that I will obey the orders of the President of the United States, and the orders of the officers appointed over me, according to the rules and articles of war." This oath may be taken before any commissioned officer of the Army.

DISCHARGES.

ART. 4. No enlisted man, duly sworn, shall be discharged from the service without a discharge in writing, signed by a field-officer of the regiment to which he belongs, or by the commanding officer, when no field-officer is present; and no discharge shall be given to any enlisted man before his term of service has expired, except by order of the President, the Secretary of War, the commanding officer of a department, or by sentence of a general court-martial.

FURLONGHS.

ART. 11. Every officer commanding a regiment or an independent troop, battery, or company, not in the field, may, when actually quartered with such command, grant furloughs to the enlisted men, in such numbers and for such time as he shall deem consistent with the good of the service. Every officer commanding a regiment, or an independent troop, battery, or company, in the field, may grant furloughs not exceeding thirty days at one time, to five per centum of the enlisted men, for good conduct in the line of duty, but subject to the approval of the commander of the forces of which said enlisted men form a part. Every company officer of a regiment, commanding any troop, battery, or company not in the field, or commanding in any garrison, fort, post, or barrack, may, in the absence of his field-officer, grant furloughs to the enlisted men, for a time not exceeding twenty days in six months, and not to more than two persons to be absent at the same time.

WASTING AMMUNITION.

ART. 16. Any enlisted man who sells, or willfully or through neglect wastes the ammunition delivered out to him, shall be punished as a court-martial may direct.

LOSING OR SPOILING ACCOUTERMENTS, ETC.

ART. 17. Any soldier who sells or, through neglect, loses or spoils his horse, arms, clothing, or accouterments, shall suffer such stoppages, not exceeding one-half of his current pay, as a court-martial may deem sufficient for repairing the loss or damage, and shall be punished by confinement or such other corporal punishment as the court may direct.

DISRESPECTFUL WORDS AGAINST THE PRESIDENT, ETC.

ART. 19. Any officer who uses contemptuous or disrespectful words against the President, the Vice-President, the Congress of the United States, or the chief magistrate or legislature of any of the United States in which he is quartered, shall be dismissed from the service, or otherwise punished, as a court-martial may direct. Any soldier who so offends shall be punished as a court-martial may direct.

DISRESPECT TOWARD COMMANDING OFFICER.

ART. 20. Any officer or soldier who behaves himself with disrespect toward his commanding officer shall be punished as a court-martial may direct.

STRIKING A SUPERIOR OFFICER.

ART. 21. Any officer or soldier who, on any pretense whatsoever, strikes his superior officer, or draws or lifts up any weapon, or offers any violence against him, being in the execution of his office, or disobeys any lawful command of his superior officer, shall suffer death, or such other punishment as a court-martial may direct.

MUTINY.

ART. 22. Any officer or soldier who begins, excites, causes, or joins in any mutiny or sedition, in any troop, battery, company, party, post, detachment, or guard, shall suffer death, or such other punishment as a court-martial may direct.

QUARRELS AND FRAYS.

ART. 24. All officers, of what condition soever, have power to part and quell all quarrels, frays, and disorders, whether among persons belonging to his own or to another corps, regiment, troop, battery, or company, and to order officers into arrest, and non-commissioned officers and soldiers into confinement, who take part in the same, until their proper superior officer is acquainted therewith. And whosoever, being so ordered, refuses to obey such officer or non-commissioned officer, or draws a weapon upon him, shall be punished as a court-martial may direct.

REPROACHFUL OR PROVOKING SPEECHES.

ART. 25. No officer or soldier shall use any reproachful or provoking speeches or gestures to another. Any officer who so offends shall be put in arrest. Any soldier who so offends shall be confined, and required to ask pardon of the party offended, in the presence of his commanding officer.

CHALLENGES TO FIGHT DUELS.

ART. 26. No officer or soldier shall send a challenge to another officer or soldier to fight a duel, or accept a challenge so sent. Any officer who so offends shall be dismissed from the service. Any soldier who so offends shall suffer such corporal punishment as a court-martial may direct.

ALLOWING PERSONS TO GO OUT AND FIGHT; SECONDS AND PROMOTERS.

ART. 27. Any officer or non-commissioned officer, commanding a guard, who, knowingly and willingly, suffers any person to go forth to fight a duel, shall be punished as a challenger; and all seconds or promoters of duels, and carriers of challenges to fight duels, shall be deemed principals, and punished accordingly. It shall be the duty of any officer commanding an army, regiment, troop, battery, company, post, or detachment, who knows or has reason to believe that a challenge has been given or accepted by any officer or enlisted man under his command, immediately to arrest the offender and bring him to trial.

UPBRAIDING ANOTHER FOR REFUSING CHALLENGE.

ART. 28. Any officer or soldier who upbraids another officer or soldier for refusing a challenge shall himself be punished as a challenger; and all officers and soldiers are hereby discharged from any disgrace or opinion of disadvantage which might arise from their having refused to accept challenges, as they will only have acted in obedience to the law, and have done their duty as good soldiers, who subject themselves to discipline.

WRONGS TO SOLDIERS, REDRESS OF.

ART. 30. Any soldier who thinks himself wronged by any officer may complain to the commanding officer of his regiment, who shall summon a regimental court-martial for the doing of justice to the complainant. Either party may appeal from such regimental court-martial to a general court-martial; but if, upon such second hearing, the

appeal appears to be groundless and vexatious, the party appealing shall be punished at the discretion of said general court-martial.

LYING OUT OF QUARTERS.

ART. 31. Any officer or soldier who lies out of his quarters, garrison, or camp without leave from his superior officer, shall be punished as a court-martial may direct.

SOLDIER ABSENT WITHOUT LEAVE.

ART. 32. Any soldier who absents himself from his troop, battery, company, or detachment, without leave from his commanding officer, shall be punished as a court-martial may direct.

ABSENCE FROM PARADE WITHOUT LEAVE.

ART. 33. Any officer or soldier who fails, except when prevented by sickness or other necessity, to repair, at the fixed time, to the place of parade, exercise, or other rendezvous appointed by his commanding officer, or goes from the same, without leave from his commanding officer, before he is dismissed or relieved, shall be punished as a court-martial may direct.

ONE MILE FROM CAMP WITHOUT LEAVE.

ART. 34. Any soldier who is found one mile from camp, without leave in writing from his commanding officer, shall be punished as a court-martial may direct.

FAILING TO RETIRE AT RETREAT.

ART. 35. Any soldier who fails to retire to his quarters or tent at the beating of retreat, shall be punished according to the nature of his offense.

HIRING DUTY.

ART. 36. No soldier belonging to any regiment, troop, battery, or company shall hire another to do his duty for him, or be excused from duty, except in cases of sickness, disability, or leave of absence. Every such soldier found

guilty of hiring his duty, and the person so hired to do another's duty, shall be punished as a court-martial may direct.

CONNIVING AT HIRING DUTY.

ART. 37. Every non-commissioned officer who connives at such hiring of duty shall be reduced. Every officer who knows and allows such practices shall be punished as a court-martial may direct.

DRUNK ON DUTY.

ART. 38. Any officer who is found drunk on his guard, party, or other duty, shall be dismissed from the service. Any soldier who so offends shall suffer such punishment as a court-martial may direct. [No court-martial shall sentence any soldier to be branded, marked, or tattooed.]

SENTINEL SLEEPING ON POST.

ART. 39. Any sentinel who is found sleeping upon his post, or who leaves it before he is regularly relieved, shall suffer death, or such other punishment as a court-martial may direct.

QUITTING GUARD, ETC., WITHOUT LEAVE.

ART. 40. Any officer or soldier who quits his guard, platoon, or division, without leave from his superior officer, except in a case of urgent necessity, shall be punished as a court-martial may direct.

MISBEHAVIOR BEFORE THE ENEMY, COWARDICE, ETC.

ART. 42. Any officer or soldier who misbehaves himself before the enemy, runs away, or shamefully abandons any fort, post, or guard, which he is commanded to defend, or speaks words inducing others to do the like, or casts away his arms or ammunition, or quits his post or colors to plunder or pillage, shall suffer death, or such other punishment as a court-martial may direct.

COMPELLING A SURRENDER.

ART. 43. If any commander of any garrison, fortress, or post is compelled, by the officers and soldiers under his

command, to give up to the enemy or to abandon it, the officers or soldiers so offending shall suffer death, or such other punishment as a court-martial may direct.

DISCLOSING WATCHWORD.

ART. 44. Any person belonging to the armies of the United States who makes known the watchword to any person not entitled to receive it, according to the rules and discipline of war, or presumes to give a parole or watchword different from that which he received, shall suffer death, or such other punishment as a court-martial may direct.

RELIEVING THE ENEMY.

ART. 45. Whosoever relieves the enemy with money, victuals, or ammunition, or knowingly harbors or protects an enemy, shall suffer death, or such other punishment as a court-martial may direct.

CORRESPONDING WITH THE ENEMY.

ART. 46. Whosoever holds correspondence with, or gives intelligence to, the enemy, either directly or indirectly, shall suffer death, or such other punishment as a court-martial may direct.

DESERTION.

ART. 47. Any officer or soldier who, having received pay, or having been duly enlisted in the service of the United States, deserts the same, shall, in time of war, suffer death, or such other punishment as a court-martial may direct; and in time of peace, any punishment, excepting death, which a court-martial may direct.

DESERTER SHALL SERVE FULL TERM.

ART. 48. Every soldier who deserts the service of the United States shall be liable to serve for such period as shall, with the time he may have served previous to his desertion, amount to the full term of his enlistment; and such soldier shall be tried by a court-martial and punished, although the term of his enlistment may have elapsed previous to his being apprehended and tried.

ENLISTING IN OTHER REGIMENT WITHOUT DISCHARGE.

ART. 50. No non-commissioned officer or soldier shall enlist himself in any other regiment, troop, or company, without a regular discharge from the regiment, troop, or company in which he last served, on a penalty of being reputed a deserter, and suffering accordingly. And in case any officer shall knowingly receive and entertain such non-commissioned officer or soldier, or shall not, after his being discovered to be a deserter, immediately confine him and give notice thereof to the corps in which he last served, the said officer shall, by a court-martial, be cashiered.

ADVISING TO DESERT.

ART. 51. Any officer or soldier who advises or persuades any other officer or soldier to desert the service of the United States, shall, in time of war, suffer death, or such other punishment as a court-martial may direct; and, in time of peace, any punishment, excepting death, which a court-martial may direct.

MISCONDUCT AT DIVINE SERVICE.

ART. 52. It is earnestly recommended to all officers and soldiers diligently to attend divine service. Any officer who behaves indecently or irreverently at any place of divine worship shall be brought before a general court-martial, there to be publicly and severely reprimanded by the president thereof. Any soldier who so offends shall, for his first offense, forfeit one-sixth of a dollar; for each further offense he shall forfeit a like sum, and shall be confined twenty-four hours. The money so forfeited shall be deducted from his next pay, and shall be applied, by the captain or senior officer of his troop, battery, or company, to the use of the sick soldiers of the same.

PROFANE OATHS.

ART. 53. Any officer who uses any profane oath or execration shall, for each offense, forfeit and pay one dollar. Any soldier who so offends shall incur the penalties provided in the preceding article; and all moneys forfeited for such offenses shall be applied as therein provided.

WASTE OR SPOIL, AND DESTRUCTION OF PROPERTY WITHOUT ORDERS.

ART. 55. All officers and soldiers are to behave themselves orderly in quarters and on the march; and whoever commits any waste or spoil, either in walks or trees, parks, warrens, fish-ponds, houses, gardens, grain-fields, inclosures, or meadows, or maliciously destroys any property whatsoever belonging to inhabitants of the United States (unless by order of a general officer commanding a separate army in the field), shall, besides such penalties as he may be liable to by law, be punished as a court-martial may direct.

VIOLENCE TO PERSONS BRINGING PROVISIONS.

ART. 56. Any officer or soldier who does violence to any person bringing provisions or other necessities to the camp, garrison, or quarters of the forces of the United States in foreign parts, shall suffer death, or such other punishment as a court-martial may direct.

FORCING A SAFE-GUARD.

ART. 57. Whosoever, belonging to the armies of the United States in foreign parts, or at any place within the United States or their Territories during rebellion against the supreme authority of the United States, forces a safe-guard, shall suffer death.

CERTAIN CRIMES DURING REBELLION.

ART. 58. In time of war, insurrection, or rebellion, larceny, robbery, burglary, arson, mayhem, manslaughter, murder, assault and battery with an intent to kill, wounding, by shooting or stabbing, with an intent to commit murder, rape, or assault and battery with an intent to commit rape, shall be punishable by the sentence of a general court-martial, when committed by persons in the military service of the United States, and the punishment in any such case shall not be less than the punishment provided, for the like offense, by the laws of the State, Territory, or district in which such offense may have been committed.

OFFENDERS TO BE DELIVERED UP TO CIVIL MAGISTRATE.

ART. 59. When any officer or soldier is accused of a capital crime, or of any offense against the person or property of any citizen of any of the United States, which is punishable by the laws of the land, the commanding officer, and the officers of the regiment, troop, battery, company, or detachment, to which the person so accused belongs, are required, except in time of war, upon application duly made by or in behalf of the party injured, to use their utmost endeavors to deliver him over to the civil magistrate, and to aid the officers of justice in apprehending and securing him, in order to bring him to trial. If, upon such application, any officer refuses or willfully neglects, except in time of war, to deliver over such accused person to the civil magistrates, or to aid the officers of justice in apprehending him, he shall be dismissed from the service.

CERTAIN CRIMES OF FRAUD AGAINST THE UNITED STATES.

ART. 60. Any person in the military service of the United States who makes or causes to be made any claim against the United States, or any officer thereof, knowing such claim to be false or fraudulent; or

Who presents or causes to be presented to any person in the civil or military service thereof, for approval or payment, any claim against the United States or any officer thereof, knowing such claim to be false or fraudulent; or

Who enters into any agreement or conspiracy to defraud the United States by obtaining, or aiding others to obtain, the allowance or payment of any false or fraudulent claim; or

Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or against any officer thereof, makes or uses, or procures or advises the making or use of, any writing, or other paper, knowing the same to contain any false or fraudulent statement; or

Who, for the purpose of obtaining or aiding others to obtain, the approval, allowance, or payment of any claim

against the United States or any officer thereof, makes, or procures or advises the making of, any oath to any fact or to any writing or other paper, knowing such oath to be false; or

Who, for the purpose of obtaining, or aiding others to obtain, the approval, allowance, or payment of any claim against the United States or any officer thereof, forges or counterfeits, or procures or advises the forging or counterfeiting of, any signature upon any writing or other paper, or uses, or procures or advises the use of, any such signature, knowing the same to be forged or counterfeited; or

Who, having charge, possession, custody, or control of any money or other property of the United States, furnished or intended for the military service thereof, knowingly delivers, or causes to be delivered, to any person having authority to receive the same, any amount thereof less than that for which he receives a certificate or receipt; or

Who, being authorized to make or deliver any paper certifying the receipt of any property of the United States, furnished or intended for the military service thereof, makes, or delivers to any person, such writing, without having full knowledge of the truth of the statements therein contained, and with intent to defraud the United States; or

Who steals, embezzles, knowingly and willfully misappropriates, applies to his own use or benefit, or wrongfully or knowingly sells or disposes of any ordnance, arms, equipments, ammunition, clothing, subsistence stores, money, or other property of the United States, furnished or intended for the military service thereof; or

Who knowingly purchases, or receives in pledge for any obligation or indebtedness, from any soldier, officer, or other person who is a part of or employed in said forces or service, any ordnance, arms, equipments, ammunition, clothing, subsistence stores, or other property of the

United States, such soldier, officer, or other person not having lawful right to sell or pledge the same,

Shall, on conviction thereof, be punished by fine or imprisonment, or by such other punishment as a court-martial may adjudge. And if any person, being guilty of any of the offenses aforesaid, while in the military service of the United States, receives his discharge, or is dismissed from the service, he shall continue to be liable to be arrested and held for trial and sentence by a court-martial, in the same manner and to the same extent as if he had not received such discharge nor been dismissed.

CRIMES AND DISORDERS TO PREJUDICE OF MILITARY DISCIPLINE.

ART. 62. All crimes not capital, and all disorders and neglects, which officers and soldiers may be guilty of, to the prejudice of good order and military discipline, though not mentioned in the foregoing articles of war, are to be taken cognizance of by a general, or a regimental, garrison, or field-officers' court-martial, according to the nature and degree of the offense, and punished at the discretion of such court.

ALL TROOPS SUBJECT TO ARTICLES OF WAR.

ART. 64. The officers and soldiers of any troops, whether militia or others, mustered and in pay of the United States, shall, at all times and in all places, be governed by the articles of war, and shall be subject to be tried by court-martial.

SOLDIERS ACCUSED OF CRIMES.

ART. 66. Soldiers charged with crime shall be confined until tried by court-martial, or released by proper authority.

DURATION OF CONFINEMENT.

ART. 70. No officer or soldier put in arrest shall be continued in confinement more than eight days, or until such time as a court-martial can be assembled.

CHALLENGES BY PRISONER.

ART. 88. Members of a court-martial may be challenged by a prisoner, but only for cause stated to the court. The court shall determine the relevancy and validity thereof, and shall not receive a challenge to more than one member at a time.

PRISONER STANDING MUTE.

ART. 89. When a prisoner, arraigned before a general court-martial, from obstinacy and deliberate design, stands mute, or answers foreign to the purpose, the court may proceed to trial and judgment, as if the prisoner had pleaded not guilty.

JUDGE ADVOCATE, PROSECUTOR, AND COUNSEL FOR PRISONER.

ART. 90. The judge advocate, or some person deputed by him, or by the general or officer commanding the army, detachment, or garrison, shall prosecute in the name of the United States, but when the prisoner has made his plea, he shall so far consider himself counsel for the prisoner as to object to any leading question to any of the witnesses, and to any question to the prisoner, the answer to which might tend to criminate himself.

CONTINUANCES.

ART. 93. A court-martial shall, for reasonable cause, grant a continuance to either party, for such time, and as often, as may appear to be just: *Provided*, That if the prisoner be in close confinement, the trial shall not be delayed for a period longer than sixty days.

FLOGGING.

ART. 98. No person in the military service shall be punished by flogging, or by branding, marking, or tattooing on the body.

NO PERSON TRIED TWICE FOR SAME, ETC.

ART. 102. No person shall be tried a second time for the same offense.

LIMITATION OF TIME OF PROSECUTION.

ART. 103. No person shall be liable to be tried and punished by a general court-martial for any offense which appears to have been committed more than two years before the issuing of the order for such trial, unless by reason of having absented himself, or of some other manifest impediment, he shall not have been amenable to justice within that period.

PARTY ENTITLED TO A COPY.

ART. 114. Every party tried by a general court-martial shall, upon demand thereof, made by himself or by any person in his behalf, be entitled to a copy of the proceedings and sentence of such court.

COURTS OF INQUIRY, HOW ORDERED.

ART. 115. A court of inquiry, to examine into the nature of any transaction of, or accusation or imputation against, any officer or soldier, may be ordered by the President or by any commanding officer; but, as courts of inquiry may be perverted to dishonorable purposes, and may be employed, in the hands of weak and envious commandants, as engines for the destruction of military merit, they shall never be ordered by any commanding officer, except upon a demand by the officer or soldier whose conduct is to be inquired of.

DECEASED SOLDIER'S EFFECTS.

ART. 126. In case of the death of any soldier, the commanding officer of his troop, battery, or company shall immediately secure all his effects then in camp or quarters, and shall, in the presence of two other officers, make an inventory thereof, which he shall transmit to the office of the Department of War.

EFFECTS OF DECEASED OFFICERS AND SOLDIERS TO BE ACCOUNTED FOR.

ART. 127. Officers charged with the care of the effects of deceased officers or soldiers shall account for and deliver the same, or the proceeds thereof, to the legal representa-

tives of such deceased officers or soldiers. And no officer so charged shall be permitted to quit the regiment or post until he has deposited in the hands of the commanding officer all the effects of such deceased officers or soldiers not so accounted for and delivered.

ARTICLES OF WAR TO BE PUBLISHED ONCE IN SIX MONTHS TO EVERY REGIMENT, ETC.

ART. 128. The foregoing articles shall be read and published, once in every six months, to every garrison, regiment, troop, or company in the service of the United States, and shall be duly observed and obeyed by all officers and soldiers in said service.

EXTRACTS FROM LAIDLEY'S RIFLE FIRING.

APPENDAGES.

63. To enable the soldier to dismount his rifle for cleaning or repairs, he is provided with a screw-driver, a tumbler and band-spring punch, and headless-case extractor.

TO DISMOUNT THE RIFLE.

73. The soldier will use the appendages furnished with the rifle, and no other screw-driver, except with an officer's permission, which will not be granted unless the blade of the driver be broad and fill well the slots in the screw-heads. A small mallet, or other such wooden instrument, will be required to remove the lock, and a small hammer to take out the tumbler.

74. The parts will be removed in the following order, and carefully laid down where they cannot fall, and will not come in contact with gritty substance:

Unfix the bayonet.

Insert a plug of soft wood in the muzzle of the barrel.

Draw the ramrod.

Take out the tang-screw.

Remove the lock. To do this, bring the hammer to the half-cock, partly unscrew the side-screws, strike the heads gently with a wooden instrument to loosen the lock from its bed in the stock, turn out the side-screws, and the lock will drop off.

Take out the side-screws without disturbing the washers.

Remove first the upper, and then the lower, band.

Take out the barrel. To do this, bring the rifle to a horizontal position, barrel underneath, holding it loosely in the left hand in rear of the rear-sight, the right hand grasping the stock at the small; if it does not leave the stock, strike the plug in the muzzle gently against the floor: this will detach it.

75. This method is preferable to lifting the barrel out by the muzzle, because, if the tang of the breech-screw should bind in the wood, the head of the stock is liable to be split by first raising the muzzle.

76. Take out the hinge-pin, pressing it out with the tumbler-punch until the pin-arm can be seized with the fingers.

Remove the breech-block, catching the extractor and ejector-spring if they fall out.

Remove the extractor and ejector-spring.

Unscrew the breech-block cap-screw, loosen the cap with the point of the screw-driver, and take out the cam-latch.

Remove the cam-latch spring.

Unscrew the firing-pin screw and take out the firing-pin.

77. The foregoing parts are all that it will usually be found necessary to dismount. The soldier will never remove, except on the order of an officer, the butt-plate, guard, side-screw washers, band-springs, or rear-sight. The breech-screw will never be taken out in ordinary cleaning, and when removed, only by the armorer. The lock will not be taken apart, nor the bayonet-clasp off, except when, in the opinion of an officer, it is deemed absolutely necessary, and this will rarely be found to be the case if proper care be taken of the arm.

TO TAKE THE LOCK APART.

79. Bring the hammer to the full-cock; place the notch of the screw-driver over both branches of the main-spring; let down the hammer and remove the main-spring, retaining it in the notch.

Partly unscrew the sear-spring screw, insert the screw-driver between the lock-plate and sear-spring so as to disengage it from its mortise; remove the screw and spring; unscrew and remove—

The sear-screw and sear;

The bridle-screw and bridle;

The tumbler-screw.

Remove the tumbler, driving it out with the tumbler-punch in the screw-hole, observing the precaution mentioned in paragraph 67 of Laidley's Rifle Firing.

Drive out the main-spring swivel from the tumbler with a swivel-punch.

TO ASSEMBLE THE RIFLE.

80. The rifle is assembled in the inverse order in which it is dismounted.

THE PARTS OF THE LOCK.

81. Assemble the parts in the following order:

The main-spring swivel;

The tumbler and hammer;

The tumbler-screw;

The bridle and screw;

The sear and screw;

The sear-spring and screw;

The main-spring.

82. Before inserting the screws, dip the points into a shallow basin of good sperm oil, and also put a drop on the arbor and pivot of the tumbler; do not turn the screws in so hard as to bind the parts. Test this by moving the hammer, and see that it moves without undue friction.

THE BREECH-CLOSING PARTS.

83. Insert the firing-pin in its hole, and screw home the firing-pin screw.

Put the cam-latch spring in place.

Insert the cam-latch and breech-block cap, and turn in the cap-screw.

Put the ejector-spring in place.

Place the extractor in position, the ejector-spring spindle entering the cavity in the back, and hold it with the left thumb.

Take the breech-block in the right hand, insert the hinge between the ears as far as it will go; hold it with the left thumb over the block; press it forward with the ball of the right thumb against the thumb-piece, and at the same time downwards with the left thumb until it falls into place.

Insert the hinge-pin in the left ear, and cause it to enter the hinge by striking it a gentle blow with a wooden instrument; turn it until the stud on the arm enters the recess on the side of the receiver.

THE BARREL, LOCK, ETC.

84. Lay the barrel in its bed in the stock, press it down with the hand, strike the butt gently against the floor to settle the breech end of the barrel against the head of the stock.

Put on first the middle, then the upper band, with the letter U upwards; avoid marring the stock or barrel in sliding them to their places; press the band-springs with the thumb to see that they play freely.

To put the lock in place, bring the hammer to the half-cock; hold the stock with the left hand at the swell, the butt between the knees; push the trigger forward; take the lock in the right hand, the outside towards the palm, and lay it in its bed; press it well down, turn the stock over, holding the lock in place with the left hand.

Oil the threads of the side-screws and screw them home.

Do the same with the tang-screw. Work the lock to see that the parts play freely and are not bound by the wood.

Return the ramrod.

Oil the bayonet-clasp and socket, and fix the bayonet.

Oil the stock with linseed oil, and after standing a few hours rub it with a woollen rag until dry.

CLEANING AND HANDLING THE RIFLE.

85. The attention of the men is called to the fact that the rifle is a delicate instrument; that its efficiency will depend greatly upon the care bestowed upon both its cleaning and handling, and that neglect or a failure from any cause to clean it properly at a given time, or a single act of carelessness by which the barrel shall become bent or indented or the bore injured, will prove fatal to all hopes of future accurate shooting. In order that the rifle may give the best results, representing its highest state of efficiency, the barrel must be preserved perfectly straight, and to insure this the soldier must see that it does not receive blows or falls by which it may become indented or bent; that the bore is free from dirt, lead, or rust, which would derange the flight of the bullet; that no gritty sub-

stance finds its way into the chamber, on the cartridge, or otherwise, as this would mar the surface and cause the cartridge-case to stick by being forced by the explosion into the small cavities formed; that the lock and breech-closing parts are kept clean, free from rust, and well oiled; that the action of the former may not be impeded, and the tendency of the latter to stick and open hard may be obviated.

TO CLEAN THE LOCK.

86. MATERIALS.—*Clean dry rags, sperm oil; winter strained is best; if not to be had, lard oil, free from salt, or neat's-foot oil are the next best. Linseed, rape, and sweet oil leave a gummy residuum, and their use should be avoided.*

TO CLEAN THE BARREL.

89. MATERIALS.—*Clean cotton rags, tow, clean water—warm, if it can be had.*

IMPLEMENTS.—*The rifle appendages.*

95. As the barrels of all arms now issued are first browned, the use of sand-paper, emery, tripoli, &c., for cleaning them is strictly prohibited.

99. It must be remembered that the presence of sand, dirt, or other such foreign substances in the bore near the muzzle renders the barrel liable to burst if fired in this condition; the soldier will therefore be careful to preclude the possibility of such substances finding their way there by keeping the muzzle closed with a **tompion, cork, or rag*, being specially mindful to remove them before firing the rifle; he will make it a point first to wipe out the bore before firing, and the danger just referred to need not be apprehended, and better shooting will be sure to follow.

HANDLING THE RIFLE.

100. The men will be instructed to handle their rifles at all times gently, and under no circumstances to use them for any other purpose than that for which they were con-

* The use of tompion, cork, or rag is forbidden by the regulations.

constructed. It will be borne in mind that the rifle barrel near the muzzle is thin and may be easily indented or bent; the men will therefore be careful, in stacking arms and in placing them in the gun-rack, that no undue strain is brought upon the barrel. Adopt the rule of laying the rifle down rather than standing it on the butt, a position in which it is liable to fall and thereby receive injury. In coming to order arms, the butt will not be brought to the ground roughly; all violent shocks, which are injurious to the parts, loosening the screws, &c., will be carefully avoided. The hammer, as a rule, will rest on the firing-pin, and should never be left at full-cock. If, after cocking, the intention of firing shall be deferred, bring the hammer to the half-cock notch. Care will be taken that the front-sight is not bruised, marred, or in any way injured, and that the sight-leaf is close down on the base.

[The attention of officers is invited to the necessity of instructing the soldier, after loading the rifle, to relinquish all pressure upon the trigger when in bringing the hammer from a full-cock to either the half or safety-cock, or from the half to the safety-cock positions, as soon as the nose of the sear has passed the notch on the tumbler just above the one in which it is desired to engage it. When this precaution is neglected, it has been found possible to so engage the sear-nose on the edge of the tumbler-notches that but a very slight touch upon the trigger, or only a jar of the piece, will be necessary to free it and permit the hammer to fall upon the firing-pin, giving a blow which, while generally not sufficient, may yet, in some cases, explode the cartridge. This peculiarity of the lock is independent of the character of the surface of the sear-nose and ends of the tumbler-notches, and is inherent in the mechanism of all fire-arms in which the pressure on the sear passes through or near its center of motion. The proper remedy can be found only in the careful instruction of the soldier.—*Circ. letter, Jan. 6, 85—4200 A. G. O., 1884.*]

MILITARY SIGNALING—ENGLISH MORSE CODE.

(Extract from General Orders, No. 12, Headquarters of the Army, Adjutant General's Office, February 25, 1886.)

II. The Secretaries of War and of the Navy having approved a joint report of a board of officers of the Army and Navy recommending the adoption of the English Morse code for purposes of visual signaling in and between the Army and Navy, by direction of the Secretary of War the use of the General Service code of signals will be discontinued throughout the Army upon receipt of this order, and the following is published and will be numbered paragraph 2575 of the Regulations :

2575. In times of peace a detail of not less than one officer and three enlisted men will be kept constantly under instruction and practice in military signaling at each post in the United States, until the officers and all men who have sufficient intelligence are proficient in the use of the English Morse code with flag, torch, and heliograph. The post commander will detail an acting signal officer at each post to give the necessary instruction and supervise field practice. The monthly reports of instruction and practice will be rendered to the Chief Signal Officer through department commanders.

III. The following is the English Morse code :

ALPHABET.

A ---	J -----	S ---
B ----	K ----	T -
C -----	L -----	U ----
D ----	M ----	V -----
E -	N --	W ----
F -----	O -----	X -----
G ----	P -----	Y -----
H ----	Q -----	Z -----
I --	R ----	

NUMERALS.

1 -----	5 -----	9 -----
2 -----	6 -----	0 -----
3 -----	7 -----	
4 -----	8 -----	

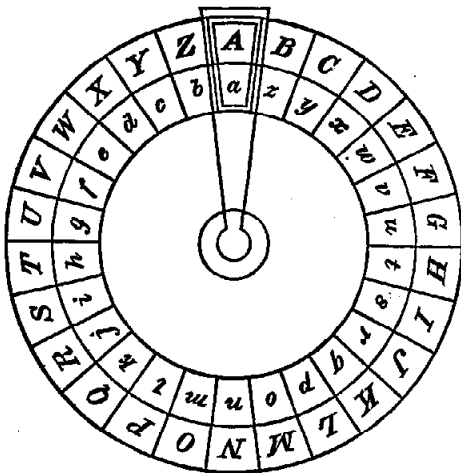
PUNCTUATION.

Period - - - - -

In using the foregoing code for transmitting messages by flag or torch, the dot is represented by a motion to the right of the sender, and a dash by a motion to the left; at the end of each word a "front" motion is made. These three motions are exactly the same as heretofore prescribed for the motions 1, 2, and 3 in the General Service code.

IV. The following method of enciphering signal messages in and between the Army and Navy will be used:

CIPHER DISK.



Rules for its use.

1. If there be no previous agreement, the letter "a" of the inner circle will be set opposite the letter "A" on the outer circle.

2. The message being written down in plain English by using the letters in the outer circle, the corresponding letters on the inner circle will be *transmitted*.

3. The message will be deciphered by writing down from the outer circle the letters found opposite the letters in the enciphered (transmitted) message taken on the inner circle.

4. By preconcerted agreement any letter may be chosen on the inner circle as the key letter to be set opposite the "A" on the outer circle; or countersign words may be used, in which case the key letter is changed as often as there are different letters in the countersign words. In all cases the enciphered message should be divided into groups of letters, four letters in each group; and when signaling with flag or torch the signal (front motion) for end of word should be made at the end of each group.

TAKE CARE OF YOUR HEALTH.

DETACHED SERVICE, ETC.

Where, from any circumstance, soldiers find themselves separated or detached from their commands, without the necessary means or authority for rejoining, in order to prevent their being reported as deserters, they should at once report in person to the nearest post or command, and state their case to the commanding officer, whose duty it is to provide for them and have them forwarded to their proper commands at the earliest opportunity. Should this course be impossible, then the soldier should report *by letter* to the commanding officer of the nearest post, or to the Adjutant General of the Army.

The soldier should bear in mind that any failure to take proper steps to join his command, when separated from it, no matter what the cause, involves inconveniences and troubles that are not overcome without much difficulty. Sickness, insurmountable accidents, &c., all require to be established by conclusive testimony, to free him from the suspicions that always attend an unusual absence from his proper post.

Every soldier should make the art of cooking his study, at least to such an extent that he may know how to prepare his rations in a proper and palatable form when he is absent on detached service from his company and from messing facilities. Disease, and often death, is the result of bad and illy-prepared food; therefore it is of vital importance to every soldier to know this useful art.

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The following extracts of advice to soldiers are from Dr. Hall and others:

1. In any ordinary campaign, sickness disables or destroys three times as many as the sword.

2. Sunstroke may be prevented by wearing a silk handkerchief in the crown of the hat, by a wet cloth, or by moistened green leaves or grass.

3. Never lie or sit down on the grass or bare earth for a moment; rather use your hat—a handkerchief, even, is a protection. The warmer you are, the greater need of precaution, as a damp vapor is immediately generated, to be absorbed by the clothing, and to cool you off too rapidly.

4. While marching, or on active duty, the more thirsty you are, the more essential is it to safety of life itself to rinse out the mouth two or three times, and *then* take a swallow of water at a time, with short intervals. A brave French general, on a forced march, fell dead on the instant by drinking largely of cold water, when snow was on the ground.

5. Abundant sleep is essential to bodily efficiency, and to that alertness of mind which is all-important in an engagement. Few things more certainly and more effectually prevent sound sleep than eating heartily after sundown, especially after a heavy march or desperate battle.

6. Nothing is more certain to secure endurance and capability of long-continued effort than the avoidance of everything as a drink except cold water (and coffee at breakfast). Drink as little as possible of even cold water. Experience teaches old soldiers that the less they drink on a march the better, and that they suffer less in the end by controlling the desire to drink, however urgent.

7. After any sort of exhausting effort, a cup of coffee or tea, hot or cold, is an admirable sustainer of the strength until nature begins to recover herself.

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8. Never eat heartily just before a great undertaking, because the nervous power is irresistibly drawn to the stomach to manage the food eaten, thus draining off that supply which the brain and muscles so much need.

9. "Bread and soup are the great items of a soldier's diet in every situation: to make them well is an essential part of his instruction. Those great scourges of camp, scurvy and diarrhoea, more frequently result from want of skill in cooking than from any other cause whatever. Officers in command, and, more immediately, regimental officers, will, therefore, give strict attention to this vital branch of interior economy."—WINFIELD SCOTT.

10. If you will drink spirits, it is incomparably safer to do so *after* an effort than before, for it gives only transient strength, lasting but a few minutes. As it can never be known how long any given effort is to last—and, if longer than a few minutes, the body becomes more feeble than it would have been without the stimulus—it is clear that the use *before* an effort is hazardous, and is unwise.

11. Always eat at regular hours. Neglect in this tends to indigestion, diarrhoea, &c.

12. Stew or boil your meat, always. Roasting and frying are wasteful and unhealthy modes for camp cooking (particularly frying).

13. An old soldier drinks and eats as little as possible whilst marching. The recruit, on the contrary, is continually munching the contents of his haversack, and using his canteen; it is a bad habit, and causes more suffering in the end.

14. Never go to sleep, especially after a great effort, even in hot weather, without some covering over you.

15. Rather than lie down on the bare ground, lie in the hollow of two logs placed together, or across several smaller pieces of wood laid side by side; or sit on your hat, leaning against a tree. A nap of ten or fifteen minutes in that position will refresh you more than an hour on the bare earth, with the additional advantage of perfect safety.

16. A *cut* is less dangerous than a bullet-wound, and heals more rapidly.

17. If from any wound the blood spurts out in jets, instead of a steady stream, you will die in a few minutes, unless it be remedied, because an artery has been divided, and that takes the blood direct from the fountain of life. To stop this instantly, tie a handkerchief or other cloth very loosely *BETWEEN* the wound and the heart, put a stick, bayonet, or ramrod *between* the skin and the handkerchief, and twist it around until the bleeding ceases, and keep it thus until the surgeon arrives.

18. If the blood flows in a slow, regular stream, a vein has been pierced, and the handkerchief must be on the other side of the wound from the heart, that is, *below* the wound.

19. *Fire low.*—A bullet through the abdomen (belly or stomach) is more certainly fatal than if aimed at the head or heart; for in the latter cases the ball is often glanced off by the bone, or follows round it under the skin. But when it enters the stomach or bowels, from any direction, death is inevitable, but scarcely ever instantaneous. Generally the person lives a day or two, with perfect clearness of intellect, often *not* suffering greatly. The practical bearing of this statement in reference to the future is clear. *Fire low.*

20. Whenever possible, take a plunge into any lake or running stream every morning, as soon as you get up; if none at hand, endeavor to wash the body all over, as soon as you leave your bed: for personal cleanliness acts like a charm against all diseases, always either warding them off altogether, or greatly mitigating their severity and shortening their duration.

21. Keep the hair of the head closely cut, say within an inch and a half of the scalp in every part, repeated on the first of each month, and wash the whole scalp plentifully in cold water every morning.

22. Wear woolen stockings and moderately loose shoes, keeping the toe and finger nails cut close. Wash the stockings whenever soiled, and the under-clothing once a week. Thoroughly dry both.

23. It is important to wash the feet well every night (not in the morning); because it aids to keep the skin and nails soft, to prevent chafings, blisters, and corns, all of which greatly interfere with a soldier's duty.

24. If the feet begin to chafe, rub the socks with common soap where they come in contact with the sore places. If you rub the feet well with soap (hard soap) before the march, you will scarcely be troubled with sore feet.

25. The most universally safe position, after all stunnings, hurts, and wounds, is that of being placed on the back, the head being elevated three or four inches only—aiding, more than anything else can do, to equalize and restore the proper circulation of the blood.

26. The more weary you are after a march or other work, the more easily will you take cold, if you remain still, after it is over, unless the moment you cease motion you throw a coat or blanket over your shoulders. This precaution should be taken in the warmest weather, especially if there is even a slight air stirring.

27. The greatest physical kindness you can show a severely wounded comrade is, first to place him on his back, and then give him some water to drink from a canteen or ambulance-bucket. I have seen a dying man clutch at a single drop of water from the finger's end with the voraciousness of a famished tiger.

28. If wet to the skin by rain or swimming rivers, keep in motion until the clothes are dried, and no harm will result.

29. Whenever it is possible, do, by all means, when you have to use water for cooking or drinking from ponds or sluggish streams, boil it well, and, when cool, shake it or stir it, so that the oxygen of the air shall get to it, which greatly improves it for drinking. This boiling arrests the process of fermentation, which arises from the presence of organic and inorganic impurities, thus tending to prevent cholera and all bowel diseases. If there is no time for boiling, at least strain it through a cloth, even if you have to use a shirt or trousers-leg.

30. Water can be made almost ice-cool in the hottest weather, by closely enveloping a filled canteen, or other vessel, with woolen cloth kept plentifully wetted and exposed.

31. While on a march, lie down the moment you halt for a rest. Every minute spent in that position refreshes more than five minutes standing or loitering about.

32. A daily evacuation of the bowels is indispensable to bodily health, vigor, and endurance; this is promoted, in many cases, by stirring a table-spoonful of corn (Indian) meal in a glass of water, and drinking it on rising in the morning.

33. Inattention to nature's calls is a frequent source of disease. The strictest discipline in the performance of these duties is absolutely essential to health, as well as to decency. Men should never be allowed to void their excrement elsewhere than in the regular-established sinks. In well-regulated camps the sinks are visited daily by a police party, a layer of earth thrown in, and lime and other disinfecting agents employed to prevent them from becoming offensive and unhealthy. It is the duty of the surgeon to call the attention of the commanding officer to any neglect of this important item of camp police, to see that the shambles, where the cattle are slaughtered, are not allowed to become offensive, and that all offal is promptly buried at a sufficient distance from camp, and covered by at least four feet of earth.

34. The *site of a camp* should be selected for the *dryness of its soil, its proximity to fresh water of good quality, and shelter from high winds*. It should be on a slight declivity, in order to facilitate drainage, and not in the vicinity of swamps or stagnant water. A trench at least eight inches deep should be dug around each tent, to secure dryness, and these should lead into other and deeper main drains or gutters, by which the water will be conducted away from the tents.

35. The tents for the men should be placed as far from each other as the "Regulations" and the dimensions of the

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Co. _____, _____ Regiment _____

(NOTE.—First sergeants will enter the amount allowed opposite each year after the annual price-list is received.)

" 2d year _____

" 4th year -----

Total for 5 years----- \$-----

[illegible]

[illegible][illegible]

[illegible]

qualifying ranges.						Station and certificate of company commander.
600 yards.		800 yards.		1,000 yards.		
Date.	Score.	Date.	Score.	Date.	Score.	
						Station:.....
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Military service of-----

Co.-----, ----- *Regiment.*-----

(On this should be noted the date and place of the soldier's present enlistment, and also all previous service in the Army, Navy, or Marine Corps.)